



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

To Whom It May Concern:

Thank you for your interest in obtaining a Solicitor/Canvasser Business License for the City of Snohomish. In order to operate as a Solicitor/Canvasser in the City limits, specific forms and requirements must be completed before a license is issued. An application is not considered complete until all required materials and fees are received.

Upon receipt of a completed application, the Snohomish Police Department will conduct an investigation of the applicant, and a fingerprint (background) check will be done by the Washington State Patrol. A Solicitor/Canvasser license will not be issued until the investigations are complete, and the applicant approved.

Since the issuance of a Solicitor/Canvasser license is dependent on the return of the fingerprint check from the Washington State Patrol, and fingerprint card return times can vary greatly (often 2-6 weeks), please plan accordingly. Make sure to submit your completed Solicitor/Canvasser application well in advance of your anticipated soliciting start date. Until a license is issued, the solicitor/canvasser may not operate in the City limits of Snohomish.

Failure to comply with the requirement of maintaining a current City of Snohomish business license while engaging in business activities shall be considered a civil infraction pursuant to SMC 1.01.080, a copy of which is included.

EACH individual Solicitor/Canvasser must submit the following:

- \$69.25 (Resident) OR \$79.25 (Non-Resident) **NON-REFUNDABLE** fee.
 - \$25 application fee
 - \$25 investigation fee
 - \$19.25 Washington State Patrol fingerprint/background check fee
 - \$10 non-resident fingerprinting fee
- Business license application form.
- Solicitor/Canvasser license application form.
- Release of information and background check authorization form.
- A 2-inch by 3-inch color photo of the head and shoulders taken within sixty days of the date of application.
- A complete set of fingerprints taken by Snohomish Police Department employees. (You will need to call (360) 568-0888 to set up an appointment).



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- \$1,000 bond executed by a surety company, or in lieu thereof, a cash bond conditioned upon the making of final delivery of the goods and merchandise ordered or services to be performed. This bond shall be in effect for a period of ninety days after the expiration of the license. (Multiple solicitors may be covered under one insurance bond in an amount equal to \$1,000 per solicitor, i.e. \$5,000 for five solicitors).

If you have any questions, please contact me at (360) 282-3178 or evans@snohomishwa.gov.

Thank you,

Angela Evans
Office Specialist
City of Snohomish
116 Union Avenue
Snohomish, WA 98290
360-282-3178 (Direct)
360-568-3115 (Main)
360-568-1375 (Fax)

Enclosures:

Business License Application
Solicitor/Canvasser License Application
Authorization to Release Information and to Conduct Background Check
SMC 1.01.080